

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 10-314

OPEN TO: All Interested Candidates
POSITION: **Chauffeur (Security)**, FSN-4; FP-AA
POSITION NO: OBO-25 & 26 (**Two Positions, Temporary 6 years**)
WORK HOURS: Full-time; 48 hours/week
SALARY: *Not-Ordinarily Resident: US\$24,156 p.a. (Starting salary)
(Position Grade: FP-AA to be confirmed by Washington)
*Ordinarily Resident: Rs.517, 374 p.a. (Starting salary)

(Position Grade: FSN-4, Trainee Grade FSN-3, Rs.450,457 (Starting Salary) will be given until meeting full requirements of the position description)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking individuals for the positions (temporary six years) of Chauffeur (Security) in the Overseas Buildings Operations (OBO).

BASIC FUNCTION OF POSITION:

The incumbent is responsible for driving fully and partially armored vehicles in support of OBO operations as directed by the Site Security Manager and Project Director. Maintains and keeps vehicles clean inside and out at all times. Performs preventive maintenance checks daily. Perform other duties as assigned by the Site Security Manager and for Project Director.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

REQUIRED QUALIFICATIONS:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of eight years of education is required.
- 2. EXPERIENCE:** Three years of chauffeur experience is required.
- 3. LANGUAGE:** Level II (limited knowledge) Speaking/Reading/Writing English and Level III (good working knowledge) Speaking/Reading/Writing Urdu is required.
- 4. KNOWLEDGE:** Incumbent must be thoroughly familiar with Islamabad/Rawalpindi and surrounding streets, traffic regulations, local traffic patterns, routes and possess general familiarity with routes throughout Pakistan. Should be familiar with Islamabad Benazir Bhutto Airport.
- 5. SKILLS & ABILITIES:** Must possess valid HTV Pakistani driver's license to operate passenger vehicles and light and heavy trucks.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.
8. The selected candidate is required to pass a yearly medical test and driver training in order to be considered for an extension to the contract. Failing either of these tests may result in removal from driver duties.
9. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelop.

Applications can also be submitted by email at HROIslamabad@state.gov. While submitting through email, the Vacancy Announcement Number (e.g. 10-150) must be mentioned in the subject line.

SUBMIT COMPLETED DS-174 TO:

**Human Resources Office, U.S. Embassy Islamabad
P.O. Box 1048, GPO, Islamabad.**

Please don't attach any document with your application. Incomplete and submissions after closing date will not be considered. Only short listed candidates will be contacted for their test/interview. To see all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are U.S. citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: December 28, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.